



## Learning Resource Centre and IT Using Guide

Reference	
Status:	Final
Document Title:	Learning Resource Centre and IT Using Guide
Version:	1.1
Date:	April 2020
Previous Version/Date:	1.0
Next Review:	April 2021
Classification:	Internal
Approve By:	Academic Board
Prepared By:	Quality Assurance
Received By:	BoD/COB
External Referents:	<p><i>UKSCQA/ UKQC Core Practice- Q4 Advice and Guidance- Enabling Student Achievement (11/18); Learning and Teaching (11/18)</i></p> <p><i>Intellectual Property Office Exceptions to copyright: Education and Teaching</i></p>

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## **1. Introduction**

- 1.1. London Churchill College's (LCC) aim is to inspire students by connecting them to information and supporting them in meeting their learning and research needs.
- 1.2. This policy is applicable to all students and staff members using the services of the Learning Resource Centre (LRC).
- 1.3. The College aims to provide students and staff with clear well-articulated information on the learning resources available, how to access them and use them effectively.

## **2. What We Offer**

- 2.1. The College provides an LRC on each of campus. Each LRC is fully equipped and has a quiet, comfortable space for you to work. Several computers are available at each site with intranet and internet access. The College offers the digital library services (e.g. JSTOR) that can be access through Student Portal.
- 2.2. LCC ensures that students have access to the latest textbooks and other hard copy materials relevant to their studies. The core focus of our learning resources strategy and provision rests in our present Virtual Learning Environment (VLE) and our plans for further development. All students and staff members have access to our VLE, which provides valuable information regarding every unit delivered in the College. On our VLE, you will find lecture notes, assignment briefings and any additional material that lecturers provide in respect of the units delivered. In addition, you can access the College's VLE in the comfort of your own home or from another site, providing you have the proper log-in details. The Learning Resources and IT Guide, attached as an appendix, guides you on how to do this.
- 2.3. We ensure that our LRC staff members are always available during open times to help you develop the skills required to find the information needed to complete your assignments or to further your own personal development. In addition, they can help you to learn how to reference the information you've found. We can also recommend local libraries for you to use and suggest other places to go to find the information you need, or perhaps to visit a site closer to home. Just ask one of our LRC staff members for details.
- 2.4. Our procedures for accessing the VLE, borrowing regulations and contacting LRC staff members are set out in our Guide for Learning Resource Centre and IT usage, which forms appendix of this policy.

## **3. Expectations from student**

- 3.1. In the interest of safety and security, all the students wear their College ID card in order to use the LRC facilities.
- 3.2. LRC's resources must be used only in accordance with appropriate licensing and legislative provisions, library circulation procedures and borrowing limits. Use includes the copying, storing, amending and transmission of information.
- 3.3. The College recognises its duty of care to Students and its responsibility to comply with the Prevent Policy. It is therefore forbidden for Staff and Students to use the IT systems for the instigation, promotion or planning or execution of violent or non-violent extremism, radicalisation or terrorism in the name of ideology or belief.



- 3.4. The College facilitate your opportunities to study in a quiet, secure area. Therefore, we ask that you respect other students and refrain from making undue noise in the library.
- 3.5. LCC recognises that different cultures have different approaches to food and manners and that some foods may be offensive to others, particularly in respect of smells and or materials left on study tables. Therefore, we ask that you refrain from eating or drinking in our LRCs, or when you are working on one of the College's computers.
- 3.6. We purchase books and other hardcopy materials that can accommodate the interests of all our students. Therefore, we ask that you refrain from damaging any of our materials or taking materials from our LRC without checking them out first. Failure to do so may result in action being taken against you in accordance with the Student Code of Conduct and Disciplinary Procedure, with penalties including suspension from the LRC and the withdrawal of permission to access our VLE.
- 3.7. Students must ensure that they do not act in a way that infringes copyright or intellectual property laws. Action will be taken under the Student Code of Conduct and Disciplinary Procedure against students who do so.

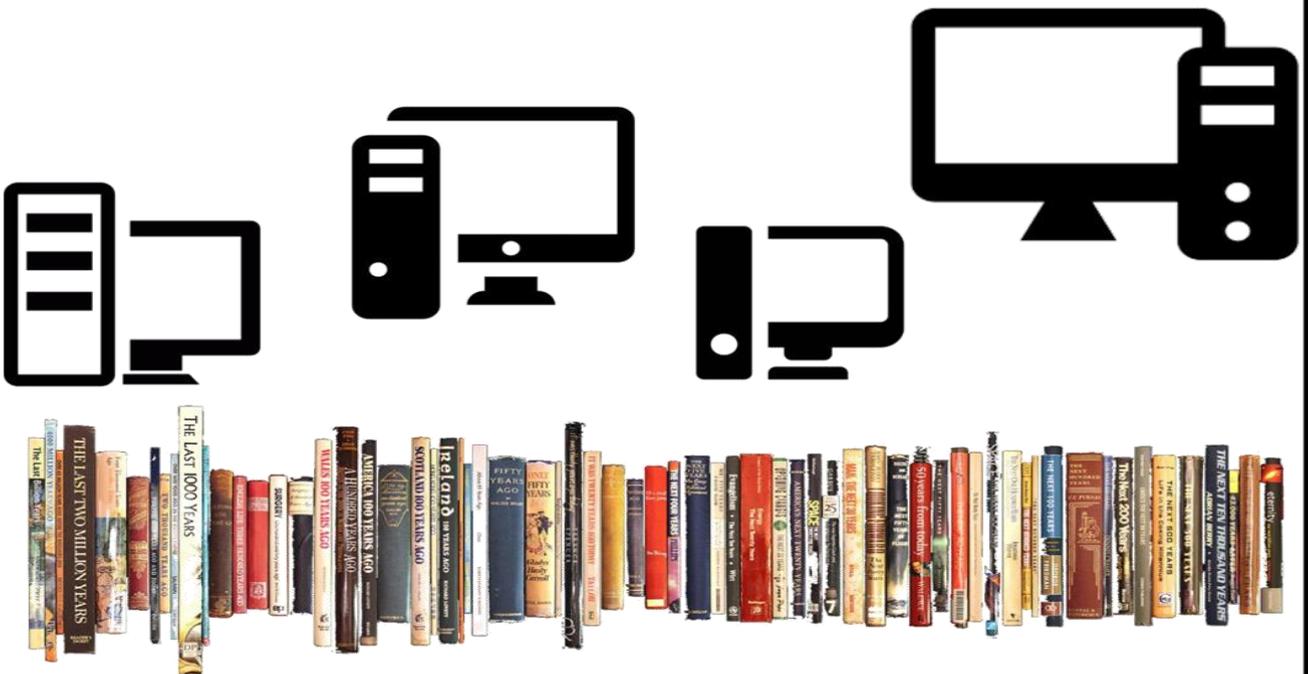


4. Appendix



LONDON CHURCHILL COLLEGE

# Guide for Library & IT Services





The library is open from Monday to Friday, from 10am to 5pm.

## Logging into Accounts

### Logging in on a Computer

Your username is your full student ID number. Your password will be your date of birth in MMDDYY format.

Example	
Username	LCC20171234
Password	010180

**Remember: Always log out from your computer!**

### Logging in to Student Portal

Your username is the email address that you used when applying for your course (unless you have changed it with us since then), and your password is the one you set up when filling in the LCC Admission Form.

Example	
Username	rockingstudent1980@gmail.com
Password	LCCRocks1234

**Remember: Always log out from your Student Portal when leaving!**

### Logging in on Moodle

Your Moodle username is your full student ID number, starting with "LCC". Your password is the one you set up when you first used this service.

Example	
Username	LCC20171234
Password	LCCRocks1234

**Remember: Always log out from your Moodle account when leaving!**



## **Library Service**

**A membership is required to hire out books or any study materials from the library. Registration for membership is free but will require a £10 deposit, that will be refunded to the student once their programme is successfully completed. Damage or loss of any of the study materials may result in the student forfeiting the £10 deposit.**

**Deposit can be reclaimed after the completion of the programme or when the student leaves the course, should this occur before completion.**

**Members can borrow up to 2 materials for 1 week.**

**There will be a charge of 10p per day for materials exceeding the return date.**

**Depending on the availability of resources, members can renew the borrowing before the return date expires.**

## **Printing, Photocopying, or Scanning**

### **Photocopying**

**Simply touch your ID card on the panel of the photocopier and follow the on-screen instruction.**

### **Printing**

**For printing log in to any computer with your ID and send the print command of the document you wish. Then touch the photocopier panel with your ID card.**

### **Copyright**

- 4.1. The College's photocopying services are offered in accordance with the provisions of the Copyright, Designs and Patents Act 1988. Each user must personally comply with the law. All photocopies made in excess of the limits can be confiscated.



4.2. Minor acts of copying are permitted for teaching purposes, as long as the use is considered fair and reasonable. An example of fair use would be a teacher displaying webpages or quotes on a projector without the need to seek additional permissions. This copyright exception for education can be used to copy up to 5% of a work in any 12 month period across the College.

4.3. There are four factors to consider when determining whether your use is a fair one.

- The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- The nature of the copyrighted work;
- The amount and substantially of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work.

### **Topping-Up**

**Printing & photocopying costs 5p a page. Everyone starts off with £1 credit already on their ID card. You can top up your printing credit on your Student Portal account.**

**Top-up credit should be used before the programme completion date. Any remaining balance must be claimed within three months of the course completion date or date of course withdrawal/termination.**

### **Scanning**

**Please ask the librarian. Students are only allowed to scan medical documents for attendance or for mitigating circumstances.**

### **Important**

**Students are strongly advised to keep a back-up of all their work on a storage device or online facility.**

**For more information you can contact your librarians:**

**[librarian@londonchurchillcollege.ac.uk](mailto:librarian@londonchurchillcollege.ac.uk)**